

Appointment Type: Permanent
Working Time: Full Time
Reference Code: 21537i
Opening Date: 05/12/2010
Closing Date: 05/26/2010

Shop Assistant Supervisor (CISA)

\$2,957 - \$3,869 (Range 44) with Great Benefits!

Agency Information

The Department of Corrections, Correctional Industries (CI) is seeking a highly motivated and qualified individual as a Shop Assistant Supervisor, within the Correctional Industries Supervisor Assistant job class, located at Coyote Ridge Corrections Center in Connell, Washington.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,500 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

Assist in the supervision and training of offenders in all procedures and controls in a garment/textile, mattress, laundry, food production and pheasant breeding program. Assist in scheduling production based on the master schedule or customer orders and materials, machinery, and workers to meet completion dates. Monitor and ensure quality workmanship and quality standards are maintained. Capable of operating and maintaining all machinery and equipment required to meet production needs. Train offender workers in the operation/maintenance of equipment. Monitor and ensure preventative maintenance schedules are followed for equipment. Assist in assigned inventory control and controlling waste. Assist in the accountability for raw material, direct labor, and overhead spending relative to actual sales and inventory turnover. Assist in maintaining shop financial results and the flat garment

Recommend design and manufacturing improvements to products or service. Participate in product development teams. Assist in supervising and training offenders in computer programs utilized by garment/textile, mattress, and agriculture business. Use proprietary software, processes, and procedures to determine needed purchases of raw materials, equipment, and supplies. Monitor and ensure proper maintenance of the software systems.

Assist in operating a safety accident prevention program in accordance with Department policy. Monitor and ensure offender workers receive safety training and adhere to safe work practices. Account for assigned offender workers and maintain tool control in accordance with security requirements. Monitor and ensure plant operations meet Department security, policy and Correctional Industries directives. Assist in evaluating the performance of offender workers in the production unit. Ensure offender worker personnel actions and compensation is managed in accordance with Department policy.

Qualifications

REQUIRED QUALIFICATIONS:

- Graduation from high school or equivalent.
- Regular and predictable work attendance.
- Must be able to lift a minimum of forty (40) pounds.
- Must have a valid Washington state driver's license.

DESIRED QUALIFICATIONS:

- One (1) year of production or garment/textile, mattress, agriculture business or food production experience.
- Proficient in MS Office (Word, Excel, Access, and Power Point).
- Ability to develop and promote positive and professional interpersonal relationships.

SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

- Must pass criminal justice background records check.
- Must pass pre-employment substance test.
- Must join Union within thirty (30) days of employment.
- Must successfully complete CORE training program for interaction with offenders.
- Working conditions are generally similar to a manufacturing/production environment.
- Walking distance to work station is approximately 1/4 mile and you pass through security checkpoints to enter or leave the facility (including stairs and elevation rises and falls).
- Working directly with convicted felons, you must be mobile and have effective oral communication skills in routine and emergent situations.
- Must have sufficient hearing and visual ability to recognize changes in machinery and/or offenders.
- May work in excess of forty (40) hours per week.
- Must be able to work weekends.

Special Notes

By submitting a completed application package to this announcement you are acknowledging that all answers, statements and any other materials you have submitted to apply for this job are true and complete to the best of your knowledge. You understand that the State may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov website.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

Many positions in this classification are included in a Union Shop that requires employees to become members within thirty days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitsummary.asp>.

Department of Corrections Core Competencies for All Employees:

Safety, Treat Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity. For more information on these Core Competencies, please email nicole.rivera@DOC.WA.GOV.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please contact Nicole Rivera at (360) 725-9177.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021537* and click on Start Search.
5. Click on the link Shop Assistant Supervisor (CISA), Connell, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the

External Job Seeker Start Page. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

Job seekers please note: **NEOGOV, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

You will need to create an account in **NEOGOV to apply for jobs after July 1, 2010.** Your current information will **NOT** automatically transfer over to the new system.

We recommend that you **SAVE A COPY OF YOUR PROFILE before July 1!** For more information on **NEOGOV**, including instructions on saving your current profile, go to doc.wa.gov/jobs